



# Iowa Department of Human Services

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Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

09/26/2017

Lori Brockett  
1422 Agency ST  
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 09/25/2017. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. You are not a participant in the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

441 IAC 110.9                      Files

**441 IAC 110.9(1)**                      **A provider file is maintained and shall contain the following:**

441 IAC 110.9(1)“ a”                      A physician’s examination report for the provider and all members of the provider’s household over the age of 12 . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. All children residing in the household that are 12 years of age or younger must have medical documentation outlined in 110.9(4) “d”, 110.9(4) “f”, and 110.9(4) “g”

## Findings:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 9/25/17 checking the following regulations:

441 IAC 110.7(2) Lori needs to show documentation of her substitute care provider usage. Viewed form documenting substitute usage.

441 IAC 110.8(1)"b" Lori needs to place a safety cap in one electrical outlet in her living room. Viewed living room. All electrical outlets have been capped.

441 IAC 110.8(1)"p" Lori need to show documentation of her procedures that she would follow if a daycare child were to become sick while in her care prior to that child's parents coming to pick the child up. Viewed illness policy. Procedures that she would follow if a daycare child were to become sick while in her care prior to that child's parents coming to pick the child up have been added.

441 IAC 110.8(3)"c" Lori needs to show documentation of a medical consent permission form for the medications for K.A. and documentation as to when the medication was administered to him, who administered it, how much and the time and date of administration. Viewed medication form for K.A. Form is complete.

441 IAC 110.8(4) "b" Lori needs to complete a blank Emergency Preparedness Template and eliminate the questions within the template and create procedures in her own words as to what she would do in the mandated emergency situation items. Lori also needs to add detailed procedures for the following selected emergency situations within the template: "Medical/Injury for Staff and Medical/Injury for Child". Viewed Emergency Preparedness document. Document is complete with required items/procedures.

441 IAC 110.8(5) Lori needs to place tight fitted crib mattress sheets on her two Pack-N-Plays in her childcare home if they are utilized for daycare children. Viewed sheets for Pack-N-Plays.

441 IAC 110.9(1)"a" Lori needs to provide documentation of a current physical for Kyler on the Childcare Provider Physical Exam Report Form. Show documentation of a current physical and immunization record for Reed and provide documentation of a school-aged health status form for Reganne. Viewed documentation of a current physical and immunization record for Reed and provide documentation of a school-aged health status form for Reganne.

441 IAC 110.9(4) Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain: An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home. The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report. Need physical for J.J.

Viewed physical for J.J. Need school-aged health status for A.B.(7). Viewed school-aged health status for A.B.(7).

A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement. Need updated physical for J.S., J.C., M.L., T.L.

Viewed updated physical for J.S., J.C., M.L., T.L. Need updated school-aged health status form for A.B.(6) Viewed updated school-aged health status form for A.B.(6).

A signed and dated immunization certificate provided by the state department of public health. For the school-age child a copy of the most recent immunization record shall be acceptable. Need update for J.C., M.L., T.L. Viewed update for J.C., M.L., T.L. Need signature and date on form for J.J. Viewed signature and date on form for J.J.

## Items of non-compliance after the follow up visit:

441 IAC 110.9(1)"a" Lori needs to provide documentation of a current physical for Kyler on the Childcare Provider Physical Exam Report Form.

## Suggestions for Improvement:

## Recommendation:

Lori needs to send non-compliance paperwork to Chad Reckling (creckli@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us)

[ ] Is the recommendation to terminate a provider agreement or revoke a registration?

Non-compliance with any of the mandated requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.

Based on the items out of compliance listed above, you will not be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at 319-208-5521 or [crekli@dhs.state.ia.us](mailto:crekli@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Chad Reckling

**Social Worker II**

Machelle Pezley

**Social Work Supervisor**

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 877-216-8481

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html)

You may also access training at: <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).